



North Carolina Department of Health and Human Services

DIVISION OF CHILD DEVELOPMENT

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Deborah J. Cassidy, Director

MEMORANDUM

TO: Directors of County Departments of Social Services and Local Purchasing Agencies

FROM: Deborah J. Cassidy 

DATE: January 7, 2011

RE: **Announcement of the Subsidized Early Education for Kids (SEEK) system**

The purpose of this memorandum is to introduce Local Purchasing Agencies (LPAs) to the forthcoming electronic attendance reporting and payment delivery system. The system is called Subsidized Early Education for Kids (SEEK). On December 22, 2010 the Department of Health and Human Services (DHHS), Division of Child Development entered into a contract agreement with Affiliated Computer Services (ACS) State & Local Solutions, Inc. to develop and implement the SEEK system for North Carolina.

SEEK will be implemented in two phases; Phase I Time and Attendance and Phase II Payment Calculation and Delivery. During the first phase, Point of Service (POS) machines will be installed in child care facilities and providers will receive training to use the machines. Magnetic stripe cards will be issued to parents receiving subsidy so that attendance can be recorded using the POS machines. LPAs will have web access and receive training on the SEEK system functionality. During this phase, LPAs will continue to enter attendance information into the current Subsidized Child Care Reimbursement System (SCCRS). Current paper attendance reports will be replaced with information generated from the POS machines. Counties will continue to pay providers using their existing payment system.

The second phase of SEEK will involve transitioning payments from counties to the state level. Provider payments will be calculated automatically by SEEK and distributed by direct deposit from the State's bank twice per month. LPAs will no longer enter attendance information through SCCRS. Training will be provided to the LPAs and providers for the changes implemented in the second phase as well.

The Division of Child Development (DCD) has already begun the process of planning and design of the new system in collaboration with ACS. The planning and design phase will continue over the next few months with a pilot for phase I beginning in selected counties anticipated in June 2011. As this process develops, additional details will be available on the DCD website.

In preparation for this transition, providers will be asked to submit bank account information in order to participate in the subsidy program. LPAs will need to have accurate name and contact information for parents and responsible adults so that magnetic stripe cards for child care can be issued to them. As early as possible in 2011, LPAs should review the family name and mailing address information on the child demographic detail screen in the SCCRS to insure that it is accurate and up to date. This is the information that will be used to issue cards to the primary cardholder for SEEK.

Please begin sharing this information with staff, parents, and providers who will be impacted by the SEEK system. Additional information will be provided as soon as it is available.

DJC:CM

cc: Child Care Coordinators
Subsidy Services Consultants
North Carolina Partnership for Children